

IDAHO CERTIFIED SHORTHAND REPORTERS BOARD
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 9/20/2019

THIS IS A DRAFT DOCUMENT THAT HAS NOT BEEN APPROVED BY THE BOARD

BOARD MEMBERS PRESENT: Byrl Cinnamon - Chair
Ryan Scott Lewis
Darren B Simpson
Susan G Gambee
Susan P Israel

BUREAU STAFF: Kelley Packer, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Administrative Support Manager
Nicholas Krema, General Counsel
Dicsie Gullick, Board Specialist
Betsy Duncan, Board Specialist

OTHERS PRESENT: Diane Cromwell, Court Reporter Licensee

The meeting was called to order at 4:00 PM MDT by Byrl Cinnamon.

APPROVAL OF MINUTES

Mr. Lewis made a motion to approve the minutes of 07/02/2019 and 08/1/2019. It was seconded by Ms. Gambee. Motion carried.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$17,815.73 as of 07/31/2019.

BOARD MEETING PROCEDURES TRAINING

Mr. Krema presented Board meeting procedures training to the Board.

OLD BUSINESS

The Board reviewed the To Do List.

Mr. Cinnamon updated the Board on the progress for revising the written examination questions. Updated questions will be provided for Board review at the next meeting.

Ms. Gambee discussed her intention to address the Association of Court Reporters at its next meeting concerning changes to continuing education requirements. She assured the Board she will be clear that she is speaking as a court reporter and not on behalf of the Board.

The subcommittee continues to research the Federal Certified Realtime Reporter exam as a possible addition to the exams approved for licensure.

Judge Simpson made a motion for Mr. Crema to revise the "Guidelines For Candidates Taking the Idaho CSR Examination" document and submit the modifications to the Board for approval at the next Board meeting. It was seconded by Ms. Israel. Motion carried.

NEW BUSINESS

EXECUTIVE SESSION

Judge Simpson made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Mr. Lewis. The vote was: Mr. Cinnamon, aye; Ms. Gambee, aye; Ms. Israel, aye; Mr. Lewis, aye; and Judge Simpson, aye. Motion carried.

Ms. Gambee made a motion to come out of executive session. It was seconded by Judge Simpson. Motion carried.

APPLICATIONS

Judge Simpson made a motion to approve the following application pending receipt of additional information and review by the Board chair:

901164315

It was seconded by Ms. Israel. Motion carried.

NEXT MEETING will be scheduled as needed.

ADJOURNMENT

Judge Simpson made a motion to adjourn the meeting at 5:03 PM. It was seconded by Ms. Gambee. Motion carried.

Byrl Cinnamon, Chair

Ryan Scott Lewis

Darren B Simpson

Susan G Gambee

Susan P Israel

Kelley Packer, Bureau Chief